



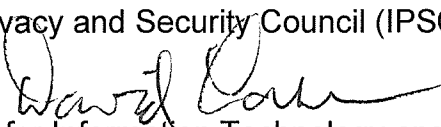
UNIVERSITY  
of HAWAII®  
SYSTEM

Vice President for Information Technology  
and Chief Information Officer

July 16, 2009

## MEMORANDUM

TO: Information Privacy and Security Council (IPSC)

FROM: David Lassner   
Vice President for Information Technology and Chief Information Officer

SUBJECT: Plan to Protect and Redact Personal Information University of Hawaii

This memo communicates to the IPSC the University of Hawaii's existing plan to protect and redact personal information.

It is the policy of the University of Hawaii to redact any sensitive information from any document provided by the University prior to public inspection pursuant to chapter 92F.

The University of Hawaii has developed and adopted UH Executive Policy E2.214: "Security and Protection of Sensitive Information" in November 2007. E2.214 specifically defines Social Security Number, Driver License Number or State ID Card Number, Personal Financial Information such as credit card numbers, bank account information and Access codes, passwords, or PINs as "Sensitive Information".

E2.214 assigns each Information Resource Steward (a senior administrator responsible for a functional operation) the responsibility to restrict the use and exposure of sensitive information. This includes redaction of personal information before making any documents available for public inspection.

All employees with access to sensitive information are required to sign the University of Hawaii General Confidentiality Notice indicating their understanding and acknowledgement of the importance of protecting University sensitive information and that failure to protect such information may result in disciplinary action in accordance with University policies, State and federal laws, and applicable bargaining agreements.

### Attachments:

UH Executive Policy E2.214, Security and Protection of Sensitive Information  
UH General Confidentiality Notice (UH Form 92)

2532 Correa Road, Bldg 37  
Honolulu, Hawai'i 96822  
Telephone: (808) 956-3501  
Fax: (808) 956-5025

An Equal Opportunity/Affirmative Action Institution